

# **GRANADA SANITARY DISTRICT**

## **OF SAN MATEO COUNTY**

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### **MINUTES**

#### **BOARD OF DIRECTORS MEETING**

September 18, 2003, 7:30 p.m.

**CALL MEETING TO ORDER:** The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order at 7:35 p.m.

**ROLL CALL:** Attending Directors: President Bill Katke, Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Laura Stein, and Board Member Shawn McGraw.

Attending staff: General Manager Chuck Duffy, District Administrator Gina Holmes, Assistant District Administrator Delia Comito, and Legal Counsel Jonathan Wittwer.

**PLEDGE OF ALLEGIANCE:** Board President Bill Katke led all present in the Pledge of Allegiance.

#### **GENERAL PUBLIC PARTICIPATION**

Director Leonard Woren announced that "Beach Clean-up Day" was this Saturday.

#### **ACTION AGENDA**

1. **Consideration of District input on San Mateo County Local Coastal Program Update.**

Legal Counsel Jonathan Wittwer reviewed the San Mateo County Planning Commission Midcoast LCP Update Project Meeting Schedule provided in the agenda packet. The meetings scheduled on 10/08/03 and 10/22/03 concern residential build-out data, non-conforming parcels, and infrastructure capacity. These issues affect the District in relation to sewer transmission and collection capacity.

The Board wrote a letter to the San Mateo County Planning Commission in 2002 addressing the District's concerns, which were not adequately addressed in the LCP Update Staff Report from the Commission. The Board discussed what additional input should be provided to the County.

**Director Stein moved to direct the General Manager to contact the Sewer Authority Mid-Coastside (SAM), the City of Half Moon Bay, the Montara Water & Sanitary District, the Midcoast Community Council, and Supervisor Rich Gordon to discuss the District's concerns regarding sewer transmission and collection capacity issues, and directed its General Counsel to submit letters**

**and attend the two LCP Update Project meetings to be held on 10/08/03 and 10/22/03. (Stein/McGraw). Approved 5-0.**

Director Woren raised the issue of whether the District should communicate to the Planning Commission regarding LCP Task #20 regarding the potential conflicts and ambiguity in the existing LCP. He noted that this task listed the treatment of rural lands inside the Urban/Rural Boundary as a possible ambiguity despite LCP Section 1.3 explaining that these lands are still to be treated as rural and that they were included inside the Urban/Rural Boundary merely to make that Boundary "logical." Director Woren proposed some possible wording to clarify this issue further.

**Director Woren moved to direct Counsel to prepare a draft recommendation letter to the Commission to suggest wording for the LCP regarding rural lands in the urban/rural boundaries for review at the October District board meeting. (Woren/Stein). Approved 5-0.**

Director Woren also stated his concerns regarding the LCP's impervious surface limits, as they relate to increased surface run-off and a corresponding potential increase in inflow and infiltration into the sewer system during periods of rain.

**Director Woren moved to direct Counsel to return to the Board with a recommendation as to whether, and if so, how, to address impervious surface limits for presentation by the October board meeting. (Woren/Pollard). Approved 5-0.**

President Katke re-ordered the Agenda, moving the Consent Agenda forward to be considered immediately after Item #1.

Director Pollard asked that Consent Agenda items #9, #10, and #11 be held for discussion.

## **CONSENT AGENDA**

- 4. Approval of Special Meeting minutes for August 21, 2003.**
- 5. Approval of Regular Meeting minutes for August 21, 2003.**
- 6. Approval of September 2003 warrants totaling \$127,127.40**
- 7. Approval of Administrative Costs Fund distribution #1 in the amount of \$22,416.39.**
- 8. Approval of July 2003 Financial Statements.**

**Director McGraw moved to approve Consent Agenda items #4, #5, #6, #7 and #8. (McGraw/Stein). Approved 4-1 (Woren-abstained).**

Because members of the public were present for Consent Agenda item #11, President Katke reordered the Consent Agenda to hear item #11 first.

**11. Approval of Class 3 Mainline Extension Permit to serve APN's 048-024-070/080/170 and 350; Magellan Avenue, Miramar; McDonald/Carey, owners (Stebbins, agent); Length approximately 95 linear feet.**

Director Pollard discussed her concerns regarding the legality of the parcels to be served by the proposed mainline.

**Director Pollard moved to send a letter to the County of San Mateo to determine whether the lots to be served are legal, and to also table the item until more information is obtained. Motion died for lack of a second.**

**Director Woren moved to have the District Engineer provide additional information regarding the proximity of the proposed sewer line to the nearby creek bed. After further discussion, the motion was withdrawn.**

**Director Stein moved to direct the District Engineer to perform a physical site inspection to investigate the proximity of the proposed sewer main to the nearby creek for the purpose of investigating any potential cross-contamination issues in light of the fact that the District will ultimately be requested to accept responsibility for the sewer main. Director Woren seconded. Further discussion.**

At this time, the following members of the public addressed the Board regarding this agenda item:

Tom Carey – Stated that he represented the parcel owner, and that the lots in question planned to be combined into one parcel exceeding 13,000 square feet in size and hence would clearly be legal according to the County Planning Department.

Paul McGregor – Montara resident, contractor.

**Director Woren requested an amendment to Director Stein's motion, adding that the information be obtained within the next month. Director Stein accepted the amendment. (Stein/Woren) Approved 5-0.**

President Katke recessed for a short break, then reordered the agenda as follows:

Consider Item #3, then #2, then Consent Agenda items #9 and #10.

**3. Approve revised Notice of Intention to Remove Delinquent Assessment Installment from Tax Roll for APN 047-331-010 (Mirada Surf "Western Parcel"); Owner: San Mateo County.**

Counsel Wittwer explained that the purpose of this item is to finalize the delinquent assessment foreclosure proceedings against the parcel formerly owned by Michael McCracken, APN 047-331-010, and to provide the County Tax Collector's Office

with a document it needs in order to clear up the records of the assessment amount owed on the parcel.

**Director Stein moved to approve the revised Notice of Intention to Remove Delinquent Assessment Installment from Tax Roll for APN 047-331-010, Mirada Surf Western parcel owned by the County of San Mateo. (Stein/Woren) Approved 5-0.**

**2. Consideration of meeting room partition, layout, and equipment for newly leased district office space.**

The Board held general discussion on the most efficient use of the new office space as it concerned the meeting area.

**Director Woren moved to build a wall within the office space to create a separately secured meeting space. (Woren/Pollard) Failed 2-3. Katke, Stein, McGraw opposed.**

**After some discussion, Director Stein moved to direct the General Manager and/or Counsel to contact the building owner regarding subletting meeting space, to determine the liability risk of allowing other groups to hold meetings within the District office space, to determine if a fee may be charged by the District, and to report the findings at the next board meeting. (Stein/Katke) Approved 5-0.**

**9. Approval of Variance application for Nair: 403 Coronado Ave. at Crossways, Miramar; APN 048-024-110; 8,800 sq. ft. parcel; 4,200 sq. ft. structure; zoned R-1/S-94.**

**Director Stein moved to approve the Variance application for Nair, conditioned on his obtaining a merger by the County, recording a voluntary merger by deed, or recording a deed restriction satisfactory to District General Counsel precluding development of the property as two separate parcels. (Stein/McGraw) Approved 4-1. (Pollard–Opposed).**

**10. Approval of Class 1A Single Family Dwelling Sewer Connection Permit for: Nair, APN 048-024-110, 403 Coronado Ave., Miramar; Structure: 4,200 sq. ft.**

The Board held general discussion regarding coinciding items #9 and #10.

**Director Stein moved to approve a Class 1A Single Family Dwelling Sewer Connection Permit for Nair, APN 048-024-110, 403 Coronado Ave., Miramar, with a condition of issuance that all Variance conditions must first be met. (Stein/McGraw) Approved 4-1. Pollard – Opposed.**

Director Pollard was excused and left the meeting.

**DIRECTORS' COMMENTS AND COMMITTEE REPORTS**

**12. Sewer Authority Mid-Coastside: Directors Woren and McGraw report on meeting held on August 25, 2003**

Director McGraw reported that the District, the City of Half Moon Bay and SeaCoast Disposal had successfully agreed upon a way to provide and service waste cans at Surfer's Beach. She especially thanked Chris Porter of SeaCoast Disposal and GSD staff for their efforts.

Directors McGraw and Woren reported that the scheduled speaker for the SAM meeting did not show. Another speaker was scheduled for the next meeting.

**13. Report on other seminars, conferences, or committee meetings. None.**

**INFORMATION CALENDAR**

**14. General Manager's Report:**

Director Stein inquired about a response to the *Open Line* comment in the HMB Review regarding the re-financing of the Assessment District bonds.

Mr. Duffy reported that Mr. Peter Grinnell, General Manager of the SMC Harbor District, had contacted him regarding any GSD interest in Harbor District property within the Burnham Strip. President Katke appointed himself and Director Woren as an Ad Hoc committee to meet with the Harbor District.

Mr. Duffy also reported that the Capital Improvement Plan concerning the Medio Creek crossing had been received from District Engineer Kennedy Jenks.

**15. Administrator's Report.**

**16. Engineer's Report.**

**17. Attorney's Report.**

**FUTURE AGENDA ITEMS**

**ADJOURN**

The meeting adjourned at 10:55 p.m.

SUBMITTED BY:

APPROVED BY:

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Chuck Duffy, General Manager

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Fran Pollard, Board Secretary

Date Approved: October 16, 2003